

TOWN OF HARTLY
P.O. BOX 181
HARTLY, DE 19953

MEETING MINUTES
Thursday, October 14, 2021

I. Call to Order and Roll Call

Meeting was called to order by Mark Maguire at 7:00 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Raughley
Raymond Morris	

Guests Present:

Louise Kennedy	Mary Ann Lamoreal
Willa Rodden	

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation; Megan led in the Pledge of Allegiance.

III. Approval of Previous Meeting Minutes and Tonight's Agenda

Raymond motioned to approve MMs and tonight's agenda be accepted, Suzanne 2nd approval of June 2021 Meeting Minutes and August 2021 agenda. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

Since the August meeting, revenues received totaling \$2,890.39 and expenses incurred totaling \$38,319.81 which includes a \$35,000 transfer to Savings Account, leaves an ending balance as of 10/14/2021 at \$7,859.61.

Savings Account: Reported balance 9/30/2021 balance of \$60,005.27.

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed; still pending October payment at the time of the meeting; current balance due \$83,776.50.

iii. Delaware State Police Accounting Record

Suzanne reported we have not received any new reports in the last 2 months.

iv. Property Tax and Street Light Tax

Suzanne reported 2021 taxes were mailed in August; paid to date for Property taxes: \$4,215.75; paid to date for Street Light taxes: \$1,260.00. She advised some outstanding taxes have been paid totaling \$627.58. Outstanding balance: \$13,373.05.

Megan motioned, Rob 2nd, to accept the Treasury Reports. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			

b. Building Permits

Rob reported no new permits have been issued since the last meeting. A few are nearing expiration but all have been or will shortly be settled.

c. Correspondence

Megan reported no action required.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported he has spoken with the DelDOT rep and they are in the bidding phase of the project; decisions should be made by 1/1/2022. Funding has been secured for our 20% for the project to move forward.

b. Street Light Update

Rob reported 2 lights have been changed out within the week after being submitted to Delmarva for issues. There are currently none out in town. Still pending LED changed out to be completed. Mark emailed the engineer in charge of the LED project for Delmarva due to missing the lights that were requested in specific locations; Mark is pending the response for update.

c. Town Police update

Mark reported the DSP has advised they do not have any vehicles available at this time but hope to soon in an attempt to assist with outfitting a Town officer for Hartly. Town would be required to purchase at an estimated cost of \$10,000.00 to include being outfitted with lights, radar, etc. Mark has reached out to other towns as well to see if they may be able to assist; pending responses. The Commission confirmed that any officer hired would only be able to patrol Hartly Town Limits.

d. Charter Change Update

Suzanne reported the Governor signed the Charter update approval on 9/20/2021. Suzanne reached out to the website owner of delaware.gov for an update and she will be emailing the Town upon update so that our linked site can be updated.

e. 2020 Comprehensive Plan Committee Update

Suzanne reported there is no update at this time.

f. Land and Zoning Use Plan Update

Mark and Rob reported no update at this time.

g. Evaluation of Cell Tower Agreement with HVFC

Suzanne reported payment has not yet been received from the HVFC; an invoice needs to be sent to Hartly Volunteer Fire Company in the amount of \$1,000.00; Megan to see if it is on the document drive.

h. Promotional/Marketing Purchase Update

Suzanne reported purchases have not yet been made.

i. Microsoft 365 Business Update

Suzanne reported no update at this time.

j. American Rescue Plan Act 2021 Update

Suzanne reported we have received \$8,750.63; we received notification from the Delaware State Treasurer's office. They have contracted with a legal department in the state for a flat rate, if all Delaware municipalities participate, at 0.4% of ARPA disbursement, which equates to about \$70.00/year for the Town to make use for spending questions and assistance for the next 4 years. Mark made the call to purchase; all commissioners agree this was a good purchase. Mark provided additional information to advise the public attendees on these funds.

k. Triangle Revamp Update

Mark reported the camera should be installed this week and will be affixed to the Hartly Volunteer Fire Company to direct at the triangle. Mark will create an MOU with the HVFC for its restricted use and access; the sitting Mayor/President and the police officer, once commissioned, will be allowed

to access footage; DSP has the right to subpoena footage at any time as well. Mark will have the MOU written from the President of HVFC to be the Town's contact. He will update in the event of any leadership role changes. Mark reported that he and Rob handled maintenance at the triangle in order for electrical updates to be completed; a trench still needs to be dug so that the outlet can be put in for the light for the flag pole to be placed.

I. 2022 Budget 2nd Reading

Suzanne read the project 2022 Budget for a final reading.

Raymond motioned, Megan 2nd, to accept the projected budget for 2022 presented by Treasurer Morris. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			

m. Post Office Lobby Hours Update

Robert provided that he spoke with the Postmaster and the hours of operation for the lobby cannot be extended due to safety reasons.

n. Funds Movement Update

Suzanne reported that \$35,000.00 has been moved to the Savings account as previously reported in the aforementioned Treasurer's reports.

o. DLLG Membership Update

Suzanne reported that the membership submission was completed in August but was not properly added to their notification systems; she spoke with their Treasury Department to have it corrected.

p. Vacant Building/Defaulted/Abandoned Properties Update

Suzanne reported that the ordinance has been passed and approved but needs to be updated to the website. There are a few properties in town that this ordinance will apply to. Mark provided additional information to the public attendees.

q. Annexation/Consolidation Updates

Suzanne reported The Town was contacted by a lawyer to annex a small portion of the property that is outside of town limits. She advised we are awaiting a response from the owner of the corner lot, Rowan.

r. Other unfinished business as may be necessary for discussion and/or action

1. Rob reported on the Scott property, after having spoken with the landscaper, in regards to getting the property cleared to the back of the property line within Town limits. Suzanne has questions regarding the property lines to avoid non refundable expenses. Mark asks for a separate bill for property parcels.

Raymond made an amended motion to approve for the Scott property to be cleared with a separate bill for each parcel to be provided by the landscaper, Rob 2nd. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			

Raymond will contact the vendor to discuss; Megan will provide the tax IDs for each parcel to ensure billing is separately as requested.

VI. New Business

a. Commissioner Positions and Titles Update

Mark provided information to public attendees on current positions. Updated titles and position responsibilities, within the aforementioned Charter update, now provide a title and responsibility to the previous “Commissioner at Large” position.

Current positions: President, held by Mark Maguire; Town Clerk, held by Megan Raughley; Public Works Commissioner, held by Robert Graves; Treasurer, held by Suzanne Morris; and Commissioner at Large, held by Raymond Morris.

Updated Commissioner positions: President, Vice President, Treasurer, Town Secretary and Land and Zoning Administrator.

Rob made a motion to approve that Raymond Morris move into the position of Vice President of the Town of Hartly and all other Commissioners hold their current position, titles updated where applicable, until the next election. Megan 2nd. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			

b. Office of Business Management Comprehensive Plan Report

Suzanne reported there was a notification from Dorothy Morris that there was a question missed on the report regarding Resiliency Opportunities (i.e. flooding impacts, vulnerability in climate change, energy deficiencies, etc.). Suzanne will advise we have no areas identified at this time.

c. Kent County Truck Study Workshop

Suzanne reported Kent County held their East-West Truck Study; she spoke out regarding the current issues the Town faces with non-local deliveries passing through Hartly.

d. 2021 Holiday Event

Mark will contact the HFVC Presiden regarding the event date to confirm availability; need to plan. Drive-in? Megan to make contact with vendors for options.

VII. Public Comment / Council Member Comment

A request came for a breakdown of where the Town obtains funds; Suzanne reported aid is provided by designated grants, municipal street aid from the State, building permit fees that have been implemented, the aforementioned Vacant Building/Defaulted/Abandoned Properties update now in place and in the form of property, property transfer and streetlight taxes. Mark advised the Town has been extremely conservative in recent years with spending in an effort to avoid any need for donations from the Town residents when asked if we collect donations or do fundraisers.

A comment was made that the improvements being made are being noticed and appreciated by residents in and out of Town limits.

A breakdown of the town limits was provided: Arthursville Road south of the old Hartly Market to the north side of Hartly Elementary School and Main Street beginning at the white fence on the west side of Family Dollar to the corner of Crystal Road and Main Street are the Town of Hartly limits.

A question was asked about police coverage in the area outside of Town limits; Commissioners Morris and Maguire provided information on the current coverage areas that the Town is aware of.

The Holiday Event was discussed; Tree Lighting and drive-in, if able to be scheduled, will be scheduled for the 2nd Saturday of December as the event is held each year. All attendees were given the date in the event they are able to attend. Bi-monthly meetings on the 2nd Thursday of the month were announced thru 2022 as well.

A question was asked about Pearson's Corner Road and Route 8 intersection which then extended to drivers on Route 44 with continual erratic driving. Mark reiterated the importance of reaching out to the Delaware State Police and local Representatives/Senators with concerns on public safety in the areas discussed outside of the Town limits.

Comment was made about concerns on Slaughter Station Road and the recent activities that have taken place that are causing alarm for residents of the area.

VIII. Adjournment

Raymond motioned Megan 2nd to adjourn at 8:09 PM. Motion carried.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			